



H&S Code of Practice

FIRE SAFETY AND EMERGENCY EVACUATION

PURPOSE

Health and Safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors. A safe and rapid evacuation of the school is necessary in emergency situations.

Responsibilities:

The School will:

- Ensure staff and students are made familiar with the evacuation alarm and the procedures for safe evacuation
- The Emergency Evacuation poster is included as a separate document
- The Emergency Evacuation poster is to be displayed in all classrooms and relevant offices and rooms in the school
- The school will provide a safe and healthy working environment with respect to fire safety
- The school is obliged to carry out two fire evacuation drills each year, these are recorded in the "Fire Drill" folder held in the Office
- School fire fighting equipment is checked annually

Staff will:

- Close doors and windows as they leave the classroom
- Ensure the safe transition to the relevant assembly point
- Quickly register the class and report all present or who is missing to the Fire Marshal at their assembly point
- Maintain order until the "all clear" is given
- In the event of a fire, staff should use their best judgement as to whether to tackle the blaze with local hand held appliances or to just concentrate on raising the alarm and evacuation
- **Under no circumstances** should a member of staff re-enter a building where a fire is present but wait for the emergency services to arrive
- **Under no circumstances** should students be allowed to use their mobile phones. Staff must be vigilant with their students

Communication:

- Fire Marshalls must take their mobile phones and use the whatsapp group to communicate between the north and south evacuation areas

Evacuation Routes:

- South car park opposite double gates by Nursery:
 - ALL EYFS, Infant and Junior classes (except any in the Hall)
 - The first Junior teacher to arrive opens BOTH doors to effect maximum evacuation
 - Infant and Junior classes in Spanish lessons are taken by the subject teacher to the south car park, the class teacher assists the subject teachers to take the registers. The subject teachers stay in the south car park
 - Year 4 & Year 5 classes evacuate through the main south exit door and along to the main evacuation point
 - ALL Infant and Junior classes line up in class register order
 - Class tutors confirm all children present to the Fire Marshall
- North entrance and north staff car park:
 - ALL Senior school and Sixth Form classes
 - S1, S2 & Sixth Form classes evacuate to the north via Calle Guacimara
 - Any lesson or assembly in the Hall including Juniors or Infant classes via the rear fire escape
 - Infant or Junior classes line up in the staff car park area
 - Any students sitting exams in the Hall must be kept isolated from the main group and strictly supervised by the invigilator(s) to prevent malpractice (also see External Exams Policy). They should be marshalled in the north staff car park away from the other classes
 - Any staff or visitors in school when the alarm sounds
 - ALL seniors and Sixth Form classes lineup in tutor group register order
 - Class tutors confirm all children present to the Fire Marshall

- South car park outside S1 & S2:
 - Exam students if an exam is taking place in the Sixth Form block. The invigilator will ensure they are separated from the other students and use the exam phone to contact Mr Macrae or contact the fire marshalls via the whatsapp group

Registering Classes:

- All class teachers and tutors must bring an electronic means either chromebook or mobile phone
- AF or CC to bring Sixth Form signing out book to inform the register taking of sixth formers
- Eva or Jenny will bring the Visitors register to check off any visitors
- Eva to take a list of full-time teachers & part-time teachers for the North Car Park and Julia to do the same for the South Car Park
- Senior Staff assist with registers of any absent staff or Spanish teachers who are tutors who may be in the south evacuation point

It is imperative that the registers are taken swiftly and accurately and then reported to the Fire Marshalls clearly and precisely.

Fire Marshalls:

- South car park - Mrs Thompson (or Mrs Estevez or Miss Pearson if Mrs Thompson is absent)
- North entrance - Mr Macrae (or Mr Faz or Mrs Hopewell if Mr Macrae is absent)
- North entrance for visitors - Snta Eva Ramirez
- South corner of Calle Guacimara - Mrs Jade Richards
- North corner of Calle Guacimara - Mrs Jenny Kicks

Senior Staff assist with registers of any absent staff or Spanish teachers who are tutors who may be in the south evacuation point.

Emergency services will enter by the Main North Entrance along Calle Tinguaro. Evacuated classes at the north of the school, should be marshalled to keep the access clear.

The “*All Clear*” should only be given by a senior member of staff and in communication between the north and south marshalls, before classes return to the school in an organised and safe manner.



Mr Colin Macrae
Head of Wingate School

Date of Review: September 2019